

South Florida Water Management District

Water Resources Advisory Commission

Summary of Applicable Travel Policies

Note: The original travel policy is 30 pages, the following 9 pages are those section of the policy that apply to your purposes. Copies of the full policy are available upon request. The outlines of the full policy were left intact for your benefit. The numbering system was not altered and as a result the sequence off.

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14.50002 Scope

The scope of this policy shall, in accordance with §112 and 373, F.S., apply to all travel expenses, regardless of funding sources, incurred by Governing Board members, employees, and other authorized travelers.

14.50003 Purpose

The purpose of this policy is to provide a reasonable and systematic means by which travel is requested, approved, controlled, and reimbursed. This policy document provides staff with an organized source of information regarding District policies and related guidelines that are required to (a) initiate a travel request, (b) document travel expenses, plus (c) authorize and initiate payment for travel incurred. As such, the policy incorporates guidelines which are in compliance with the provisions of §112.061, F.S., and the rules and regulations (but not forms) of the Department of Banking and Finance, Chapter 3A-42.

14.50005 Definitions

For purposes of this policy, the following words shall have the meaning indicated.

Authorized Traveler	<p>Any person with authorization to incur travel in the performance of official District duties and who falls into one of the following categories:</p> <ul style="list-style-type: none"> • A person requested to incur time and services as a volunteer, contractor, consultant, advisor, visitor, or state and federal representatives. • Other persons as approved by the Executive Director or delegatee
Class of Travel	<p>The following classes of travel are defined:</p> <ul style="list-style-type: none"> • CLASS A - Continuous travel of 24 hours or more away from official headquarters and away from home overnight. This is calculated based on four equal six (6) hour quarters representing a calendar day (midnight to midnight). • CLASS B - Continuous travel of less than 24 hours away from official headquarters and away from home overnight. This is calculated based on four equal six (6) hour quarters beginning at the hour of departure. • CLASS C - Travel for short or day trips where the traveler is not away from the official headquarters overnight or when travel occurs due to special assignment to conduct District business.
Local Area	The city or town of the official headquarters.
Map Mileage	<p>Mileage computed (when using a privately owned vehicle for official District business) from the traveler's point of origin to the point of destination on the basis of the current map of the Department of Transportation. (See definitions for "point of origin" and "point of destination.")</p> <p>The official headquarters of an employee assigned to an office shall be the city or town in which the office or field station is located.</p>
Official Headquarters	<p>The official headquarters of a person located in the field shall be the city or town nearest to the area where the majority of the person's work is performed.</p> <p>The official headquarters of the Governing board members is their home.</p>
Point of Destination	The geographic location (city or town) of (or nearest to) the travel destination for official District business.
Point of Origin	The geographic location of the traveler's official headquarters or the geographic location where the travel begins for official District business, whichever is lesser, to the point of destination.
Travel Advance	A cash advance made to a Governing Board or District employee authorized traveler to help defray travel expenses that are not paid directly by the District or are not charged by the employee.
Travel Day	A period of twenty-four hours consisting of four (4) quarters of six (6) hours each.
Travel Expense	The necessary or usual, ordinary, and incidental expenditures incurred by a traveler. §112.061(2)(g), F.S.
Travel Period	The period between the time of departure from and the time of return to the traveler's official headquarters or home address, whichever is closer to point of destination.
Vicinity Mileage	The actual mileage driven on official District business that is in excess of the computed map mileage and/or mileage driven within the local area of the traveler's official headquarters or within the geographic location of the traveler's destination.

14.50010 Statement of Policy

The following statements summarize the District's policy related to travel expenses. In turn, Section 14.50030 of this document provides further guidelines and explanations to delineate each policy statement.

2. Travel Expenses

The authorized traveler shall limit travel expenses to those necessary, ordinary, and incidental

expenses of travel in accordance with District policy and Florida Statutes. The traveling individual shall utilize the most efficient and economical mode of transportation, and the amount claimed shall not exceed that for normal coach fares.

4. Travel Reimbursement

The District shall reimburse a traveler for authorized travel expenses upon submission of properly signed and approved documentation for travel expenses incurred in accordance with

14.50030 Policy Guidelines

District travel policy is summarized under the following topics:

1. [Authority to Travel](#)
2. [Travel Expenses](#)
3. [Travel Advances](#)
4. [Travel Reimbursement](#)

The following guidelines support each District travel policy.

2. Travel Expenses

Policy Statement - "The authorized traveler shall limit travel expenses to those necessary, ordinary, and incidental expenses of travel in accordance with District policy and Florida Statutes. The traveling individual shall utilize the most efficient and economical mode of transportation, and the amount claimed shall not exceed that for normal coach fares."

Once travel is approved (See Section 14.50030.1.), District travelers are authorized to incur and receive reimbursement of travel expenses for:

- Transportation
 - Lodging
 - Meals
 - Incidental Expenses
 - Registration Fees
 - Physically Disabled Travelers Expenses
in accordance with the policy guidelines set forth herein.
- Other items addressed in this Section include:
- Non-reimbursable Expenses
 - Expenses Not Related to Travel
 - Travel Rebates and Discounts

Travel advances are addressed in Section 14.50030.3. and Travel Reimbursement in Section 14.50030.4.

3) Private Vehicles

c) The District shall provide and the traveler is entitled to receive reimbursement for the use of a privately owned vehicle for official District business based on a mileage allowance at a fixed rate per mile according to 112.061(7), Florida Statutes.

d) The traveler may only claim mileage for the usually traveled route from the geographic location of the traveler's official headquarters or the geographic location where the travel begins (the point of origin) for official District business, whichever is lesser, to the point of destination.

e) Mileage may include map mileage, vicinity mileage, or a combination of map and vicinity mileage. Vicinity mileage necessary for the conduct of official District business is allowable, but must be shown separately on the Travel Expense Voucher in accordance with 112.061 (7)(d)2, Florida Statutes.

g) Vicinity mileage is the actual mileage driven on official District business that is in excess of the computed map mileage and/or mileage driven within the local area of the traveler's official headquarters or within the geographic location of the traveler's destination. When a Travel Authorization form is required, it should include any estimated vicinity miles.

h) Two round trips to an airport from the traveler's official headquarters are authorized, if more economical than parking the traveler's vehicle at the airport during time of travel.

i) Mileage reimbursement (plus lodging and meals) in lieu of normal coach fare shall not exceed the cost of round-trip coach fare plus necessary ground transportation. The traveler must submit documentation to support approved mileage reimbursement. Financial Services will review reimbursement and submitted documentation for reasonableness.

j) The traveler may not claim mileage unrelated to official District business.

k) Reimbursement for expenditures relating to the operation, repair, maintenance, insurance, and ownership of a private vehicle, other than the mileage is not permitted.

b. Per Diem (as it relates to Class A or B travel only)

The traveler shall have the option to receive reimbursement for lodging and meals for each day of travel under either of the following two methods:

1. A flat rate up to \$50 per day (12.50 per quarter day) requiring no receipts for lodging or meals if **meals are not provided**. If meals are provided, the respective meal allowance under section 14.50005.2.d(4) is deducted.

OR

2. Reimbursement for actual lodging cost at a single occupancy rate as substantiated by paid itemized hotel invoices plus meal allowance rates as described below.

a) When lodging or meals are provided at a state institution, the traveler shall be reimbursed only the actual expenses of lodging or meals not to exceed the maximum allowances.

b) For Class A travel, lodging expenses shall be calculated on a travel day basis (midnight to midnight).

c) In case of foreign travel, the traveler may choose the State per diem rate as stated below or the foreign travel per diem rate as authorized by Section 112.061(3)(e), Florida Statutes.

c. Lodging

A per diem and subsistence allowance is payable to authorized District travelers requiring overnight absence from official headquarters. To receive a per diem and subsistence

allowance, the traveler must travel beyond the local area of the traveler's official headquarters unless authorized by the Chief Financial Officer.

Lodging expense is reimbursable to authorized District travelers requiring overnight absence away from official headquarters under:

- Class A travel - away for more than 24 hours.
- Class B travel - away for less than 24 hours.

Reimbursement for lodging within the traveler's local area must be approved by the traveler's Department or Office Director.

1) In accordance with Florida Statutes, the authorized traveler must pay the cost of lodging directly and receive reimbursement through the travel reimbursement process. The District cannot directly pay for lodging unless the Governor has declared a state of emergency.

2) Where practical, the Travel Coordinator should obtain lodging at the most economical rate without causing inconvenience. See Section 14.500030.3 f (2) regarding hotel prepayment requirements, if any.

3) Actual expenses for lodging at a single occupancy rate are reimbursable based on itemized receipts obtained and submitted.

4) Personal or entertainment expenses, (e.g., movies) or lodging costs of family or guest are not reimbursable.

d. Meal Subsistence Allowances

Meal allowances are payable to District authorized travelers under the following circumstances:

1) On an overnight (Class A or Class B) travel status

2) On a day trip (Class C travel) as follows:

a) Governing Board members and District pilots are authorized breakfast, lunch and dinner.

b) All other District employees are only authorized dinner, unless meeting the requirements of paragraph (3) below.

3) On a day trip (Class C travel), District employees (other than 2 above) are authorized breakfast, lunch and/or dinner if both the following two conditions are met:

a) If at a conference workshop, seminar, public or business meeting which is beneficial to the District or the employee and the meal is part of the related official event, and

b) If travel expenses are approved.

4) Meal subsistence allowances for each meal are payable at the following amounts

depending on the departure from and return to the traveler's official headquarters.

To Receive Payment For	Total Trip Must		Meal Subsistence Allowance
	Begin	End	
Breakfast	5:59 a.m. or earlier	8:01 a.m. or later	\$ 3.00
Lunch	11:59 a.m. or earlier	2 :01p.m. or later	\$ 6.00
Dinner	5:59 p.m. or earlier	8:01 p.m. or later	\$12.00

5) Gratuities are not reimbursed in addition to the meal subsistence allowances.

6) When the District has paid, or will pay for, a conference or convention registration fee, and the fee includes meals as part of the program, the meal subsistence allowance for each meal provided is not reimbursable.

7) Reimbursement of actual costs for meals not included in a basic registration fee in excess of the meal subsistence is allowed in accordance with Section 112.061 (8)(a)5, Florida Statutes, when one or more meals enhance the public purpose of participation in the conference or seminar. Such expenses may include, but are not limited to, banquets and other meal functions. Receipts are required to receive reimbursement.

e. Incidental Expenses

The following expenses, incidental to travel, are reimbursable to the authorized traveler. Receipts are required only where indicated below and must be attached to the Travel Expense Voucher. If a receipt is not submitted, the traveler will submit a statement verifying total amount, date, type of expenditure, and a reason why no receipt is submitted. Incidental expenses include:

1) Taxi fares - **receipts required** for single fare amounts over \$15 (to include tips) on a per fare basis.

2) Parking fees or tolls - **receipts required** for single fee or toll amounts over \$3. Parking fees are not allowable on a weekly or monthly basis for privately owned automobiles, unless it is established that such method results in savings to the District.

3) Telephone and postage/shipping expenses claimed require a note on the Travel Expense Voucher (receipts not required) that they were for District business. Communication expenses to contact the traveler's family (unless travel exceeds one week) or other nonbusiness purposes are not eligible for reimbursement.

4) Tips and gratuities paid by the traveler are reimbursable as per the following:

a) Actual tips paid to taxi drivers which shall not exceed fifteen percent (15%) of the fare.

b) Actual amount paid for mandatory valet parking which shall not exceed \$1 per occasion and which was incurred in the performance of public business.

c) Actual portage charges paid which shall not exceed \$1 per bag or a total of \$5.

No receipts are required for tips and gratuities within the above limits.

5) Other incidental travel expenses of the traveler may be reimbursed upon presentation of a **receipt** as follows:

- a) Actual laundry and pressing expenses when official travel extends beyond seven (7) days and such expenses are necessarily incurred to complete the official business portion of the trip.
- b) Actual passport and visa fees required for official travel.
- c) Actual and necessary fees charged to purchase traveler's checks for official travel expenses.
- d) Actual fee charged to exchange currency necessary to pay official travel expenses.
- e) Actual cost of maps necessary for conducting official business.
- f) Actual handling charges for materials/or equipment carried in excess of personal baggage.

h. Non-reimbursable Expenses

The following expenses are not allowable for reimbursement:

- 1) Travel expenses incurred to obtain or maintain training and/or certificates that are not associated with an employee's job requirements.
- 2) Personal travel insurance (life or medical insurance).
- 3) Personal expenses (such as laundry, valet, telephone calls home) are not reimbursable unless travel exceeds one week.

If reimbursement is claimed, then the traveler must justify the need and reasonableness of the expense.

- 4) Entertainment activities such as pay TV, movies, nightclubs, health clubs, theaters, bowling, etc.
- 5) Mileage or transportation expenses when employee is transported by another traveler who is entitled to mileage or transportation expenses.
- 6) Loss of funds or personal belongings while traveling.
- 7) Any additional charges for accommodations, meals, and travel for anyone accompanying the traveler on an official business trip. The employee can only receive reimbursement for those charges incurred on his/her behalf with the exception of house-hunting or moving trips.

i. Expenses Not Related to Travel

Emergency and other expenses that are not related to authorized travel (e.g., repair to District vehicle or training materials purchased for the District) must be submitted by a paid invoice or receipt of such expenses for reimbursement along with a Check Request (Form #0036) or, if less than \$100, a Petty Cash Reimbursement Voucher (Form #0135).

c. Submission Requirements

The traveler should submit a request for travel advance on a Check Request (Form #0036) ten (10) working days prior to the departure date. The Check Request shall:

- 1) List the traveler as payee.
- 2) Include the travel advance code (Fund 101 - Balance Sheet 1142) in the account coding block rather than the budgeted expenditure code.
- 3) Attach a Travel Authorization form approved by the traveler's Approving Authority along with supporting information (e.g., room rates, registration fees) which the traveler will pay with the advance.
- 4) Contain the approval of the Chief Financial Officer prior to processing.

4. Travel Reimbursement

Policy Statement - "The District shall reimburse a traveler for authorized travel expenses upon submission of properly signed and approved documentation for travel expenses incurred in accordance with §112.061, F.S., and District policy."

In order to receive reimbursement, each person who travels for the District is required to complete a Travel Expense Voucher (Form #0127) report containing a full accounting of expenses incurred **and** all advance payments. Information requested includes all expenses incurred in connection with the trip. The traveler must sign the Voucher and attach any conference, convention, seminar, workshop, or meeting agenda along with required receipts.

a. Expense Reporting Forms

Authorized travelers shall present all claims for reimbursement (with Travel Authorization attached when required) as follows:

- 1) Petty Cash Reimbursement Voucher (Form #0135) - allowed only if the reimbursement request does not exceed \$100. (Submit to local petty cash custodian).
- 2) Travel Expense Voucher (Form #0127) - allowed for all travel expenses. (Submit to Financial Services Division).

Authorized travelers who are employees of other entities working for the District under a contractual arrangement shall submit their travel claims in accordance with the requirements of that employer. However, when actual travel expenses are reimbursable by the District to the employer (contractor) such expenses are limited to, and shall comply with §112.061, F.S., and the District Policy Guidelines. The employer shall provide the District with expense itemization and copies of receipts where required in order to receive reimbursement in accordance with the contractual agreement.

b. Submission Deadlines

Travel reimbursement submission dates are:

(1) The Travel Expense Voucher - to Financial Services within:

b) ten (10) working days after returning from the authorized travel if expenses exceed \$50.

c) thirty (30) calendar days if expenses are less than \$50 and no travel advance was made.

(2) Petty Cash Reimbursement Voucher - at least monthly and for under \$50.

c. Expense Itemization

Travelers must itemize and show expenses on a daily basis. This includes listing dates of travel and stay while on travel status, departure and arrival times, and the expenses incurred and claimed for reimbursement on each day. A complete explanation of any unusual items, or items not appearing on the previously approved Travel Authorization, is required.

d. Receipts

Original receipts are required from authorized travelers for airfare (even though billed directly to the District), car rentals, detail hotel bill, registrations, etc. See Section 14.50030.2.e. when receipts are required for other travel-related incidental expenses. Travelers should tape all receipts on an 8 1/2" x 11" sheet of paper and attach them to the Travel Expense Voucher (Form #0127).

A copy of the program or training course and/or seminar description plus the calendar of events must be attached to the Travel Expense Voucher (Form #0127).